

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: LABOR & EMPLOYMENT LAW ATTORNEY
(Attorney)

JOB REQUISITION: 2496

LOCATION: SAN FRANCISCO, CA

OVERVIEW

The attorney will serve as house counsel in the Labor and Employment Unit of the Office of the General Counsel (OGC). The individual selected to fill this position will have the opportunity to make significant contributions to major policy and legal decisions on employment and labor issues that affect the judicial branch in California, including issues arising under the Trial Court Employment Protection and Governance Act (Gov. Code, sec. 71601 et seq.) that governs the 20,000 trial court employees employed throughout California.

DEPARTMENT STATEMENT

The OGC of the Administrative Office of the Courts (AOC) provides quality, timely, and ethical legal advice and services to the Chief Justice, the Judicial Council and its committees and task forces, the AOC, and the courts. The office has two major functions: (1) house counsel and (2) rules and projects.

The Labor and Employment Unit of the OGC provides a broad range of advice and counsel to the courts and to the AOC on labor and employment issues and serves as part of the OGC litigation management group to assist on employment-related litigation.

RESPONSIBILITIES

- Providing legal advice and counsel to the AOC and the courts on labor relations and employment issues;
- Performing legal analysis and research, including analysis of legislation involving labor relations and employment issues;
- Drafting legal advice memoranda and letters concerning labor relations and employment issues;
- Drafting council-sponsored legislation and Rules of Court concerning labor and employment-related issues;
- Managing employment-related litigation;
- Planning and presenting training on employment and labor-related issues to the AOC and courts;
- Serving as staff to working groups and/or task forces appointed to address issues affecting the judicial branch; and
- Performing other duties as assigned.

QUALIFICATIONS

Admission to the state bar of California and four years of post-bar legal experience.

OR

One year as an Associate Attorney II in the California judicial branch.

OR

After passing the state bar, work experience as a Law Clerk to a federal judge prior to formal state bar admission will be considered qualifying experience.

Possession of valid CA driver's license is required for statewide travel.

In addition, the successful candidate will possess broad experience in all aspects of employment and labor law, preferably including experience in public sector labor law, employee benefits, and employment litigation.

HOW TO APPLY

POSITION OPEN UNTIL FILLED

1) To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Legal", and search for Job Req #2496, Attorney. This position requires the submission of our official application and response to the supplemental questions attached.

OR

2) To obtain a printed application, please visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3660
415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFIT(S)

SALARY RANGE: \$7,231 - \$8,966 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts is an Equal Opportunity Employer

**SUPPLEMENTAL QUESTIONNAIRE
FOR
ATTORNEY
(Req. #2496)**

This supplemental form is intended to provide more detailed information about your work experience and your answers will allow us to better assess your qualifications as they relate to the position.

1. Are you an active member of the State Bar of California?

a) YES

b) NO

2. Please describe the breadth of your experience in the field of employment and labor relations law, including experience in counseling clients, negotiating and administering labor agreements, administrative practice (e.g., PERB, NLRB, EEOC, DFEH, DOL, DLSE, WCAB), drafting personnel policies and procedures, complaint investigation and resolution, and training.

3. Please describe your experience in employee benefits, including any experience in the public pension arena, and workers' compensation matters.

4. Please describe your experience in employment-related litigation, including pre-trial practice, litigation-related ADR, trial practice, and post-trial and appellate practice. Please indicate your level of responsibility in handling litigation matters.

5. Please discuss your experience, if any, working in a branch office, but reporting to a central organization. Regardless of whether you have any such experience, please discuss the issues that you would envision arising as a result of working in a branch office.

6. Please state why you are interested in this position.